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Job details

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All applicants for this job announcement are required to complete and attach the Supplemental Questionnaire Form to their standard employment application.

Bulletin Number 46769BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** HEALTH PROGRAM ANALYST III**Exam Number** 24731D**Filing Type** Standard**Filing Start Date** 12/09/2014**Filing End Date** 12/22/2014**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 6773.45**Salary Maximum** 8883.73**Position/Program Information**

This is the senior-/supervisory-level class in the Health Program Analyst Series. Positions allocable to this class are located in the departments of Mental Health and Public Health and typically report to and receive general direction from a program administrator/manager or higher. Positions are distinguished either by responsibility for supervising a team of analysts and other technical and support personnel in the development, implementation, administration, and evaluation of a large program, or by non-supervisory responsibility for these activities for a small program. Factors affecting allocation of positions in the Health Program Analyst Series include but are not limited to scope and complexity of program/clinic, program budget, number and size of contracts, and size and composition of clinical, professional, and support staff.

Positions allocated to the Department of Mental Health typically report to and receive supervision from a clinical program manager who oversees multiple Countywide programs, or from a Deputy Director, Mental Health.

Positions allocated to the Department of Public Health also may supervise and participate in work with community and city partners to shape and/or develop policy and work toward passage and implementation.

Positions in the Health Program Analyst Series are distinguished from positions allocated to perform contract development and administration activities as part of a centralized departmental contracting function.

These positions require expert knowledge of principles of program administration, organization, and planning; methodologies, concepts, and practices of human services program development, support, and evaluation; and the ability to collect, evaluate, and synthesize data, draw conclusions, and formulate recommendations in connection with community health programs;

interpret Federal, State, and County legislative regulations and mandates; and establish and maintain effective working relationships with staff, community members, and other public and private agencies; and communicate effectively orally and in writing.

Essential Job Functions

Supervises or independently executes the development, implementation, and evaluation of the services of a program or sub-program; formulates or assists with the formulation of plans, policies, and objectives for the program.

Supervises and participates in the coordination and facilitation of collaborative efforts among public, private, and non-profit groups and community organizations to meet the needs of the target population; provides leadership, technical assistance, advocacy and coalition building on behalf of targeted groups.

Reviews written recommendations from staff regarding budgets submitted by contract agencies, policy issues, pending legislation, regulations, and technical research and position papers relating to the program area.

Supervises the investigation of contracted agency operations performed by subordinate analyst staff; performs investigations of highly sensitive or complex issues involving contract agencies and makes recommendations to management.

Supervises and advises staff in the analysis and preparation of grant applications; monitors program related activities and services to ensure compliance with grant activities.

Reviews written reports on program activities and on progress toward achieving the overall goals of the program; develops written program goals and specialty program plans.

Supervises and participates in the development and administration of contracts with mental health and public health program service providers; supervises the monitoring and evaluation of agencies to ensure compliance to contract requirements and services.

Conducts meetings with departmental, public, private, and non-profit groups and community organizations to discuss and influence policy issues impacting the assigned program.

Supervises and participates in the development and implementation of community action plans and policy.

Supervises the work of program staff and coordinates the activities of professional and/or technical staff implementing the objectives and goals of the program.

Attends and conducts meetings with department officials, members of community-based organizations, and the public interested in resolving issues and influencing the program.

Oversees the evaluation of awareness campaigns that promote the assigned program; oversees and assists in the design and layout of promotional materials, and may disseminate products such as flyers, newsletters, pamphlets, posters, and articles.

Requirements**SELECTION REQUIREMENTS:**

A Bachelor's Degree* in Social Work, Counseling, Health Care Administration/Management, Public Administration, Behavioral Sciences, Social Sciences, Leadership/Organizational Development,

or a closely related field from an accredited college or university**-
AND- five years of experience in the analysis of mental
health programs***, two years of which must have been at the
level of Health Program Analyst II****. A Master's Degree from an
accredited college or university** in one of the
above disciplines may be substituted for one year of the required
experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Experience managing or assisting in the development, planning and implementation of quality assurance projects, including training, consultation, and/or technical assistance to providers of Medi-Cal Specialty Mental Health Services.
- Experience in the development and administration of contracts with government and public mental health program service providers; monitoring and evaluation of agencies to ensure compliance to contract requirements and services.
- Experience in preparing County department or similar non-County organization budgets and monitoring expenditures.
- Experience in developing policies, procedures and training materials related to outcome data collection, methods for collection, testing, and research.

**Special
Requirement
Information**

*Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the degree and educational specialty on the university/college letterhead. A copy of diploma, official transcript, or written statement from the Registrar's Office within 15 calendar days of filing.

***Analysis of mental health programs is defined as the study and investigation of issues and problems of mental health program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.

****A Health Program Analyst II in the service of Los Angeles County Department of Mental Health plans, implements, administers, and evaluates multiple aspects of a Countywide mental health program. It is responsible for the solution of complex and difficult problems, and the making of recommendations in areas of resources and personnel utilization, development, implementation and improvement of mental health programs, and the refinement of practices and policies having a significant impact on the entire mental health program.

Accreditation Information

Accreditation: **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an evaluation of education and experience based upon application, desirable qualifications, and Supplemental Questionnaire weighted 50% and an Appraisal of Promotability weighted 50%. The Rating from Record will evaluate education and experience based on application information. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, adaptability, management and administrative ability, interpersonal and public relations, and supervision.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

Special Information

Past and present mental health clients and their family members are encouraged to apply.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

Eligibility Information

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible list.

**Available Shift
Job Opportunity Information**

Day

Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

Out-of-class experience will not be accepted for this exam.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**Application and
Filing
Information**

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin which reads, Apply to Job.

Clear and legible copies of the required documents (e.g. diploma, Official Transcripts, Supplemental Questionnaire, Resume, etc.,) must be uploaded as attachments during application submission or sent by email to cyeung@dmh.lacounty.gov within 15 calendar days from date of application submission. Please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated. All information is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los
Angeles
Information**

**View details regarding Employment
Eligibility Information, Social Security
Act of 2004, Records of Convictions,**

Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Celia Yeung
Department Contact Phone	(213) 637-4596
Department Contact Email	cyeung@dmh.lacounty.gov
ADA Coordinator Phone	(213) 738-2823
Teletype Phone	(818) 735-2922

**California Relay
Services Phone** 800-735-2922

Job Field Administration

Job Type Officials and Administrators

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